CLERICAL REFRESHER 1951-1956



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8 December 1955

MEMORANDES FOR: Training Liaison Officers (for distribution)

SUBJECT: Clerical Refresher Course, 9 January = 3 February

1. The Clerical Refresher course will be held in Wing C, Decond Floor, Alcott Hall, from 9 January through 3 February.

- 2. You are reminded that training requests for all students desirating to be enrolled in the courses must be forwarded through channels so that they reach the Registrar, Room 17, no later than Friday, 30 December. Failure to register before this date will automatically prevent a student from entering the course.
- 3. Please note that pretesting for the January course is scheduled for 5 January. Instance as these pretests are extremely important for placement of persons in the proper classes, those who plan to attend the Clerical Petresher course must report to Wing Cy econd Floor, Alcott Hall, on 5 January for pretesting at the following nows:

9:00 - 10:00 Pretexting for typing

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10:00 - 11:00 Pretesting for shorthand

11:00 - 12:00 Prefesting for Emplish Usage

is. The attached schedule of classes indicates the nature of instruction and the time allotted for each class. The exact time of the classes will be assi, ned during the pretesting period.

5. Beginning in January there will be an addition to the course content of the Intermediate and Advanced Shorthand Lietation classes. Review and practice of the style and procedures of A only correspondence will be node a part of the instruction procedure.

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birector of Training

CLERICAL REFRESHER CLASSES

TYPING TECHNIQUES REVIEW

AUVANCED TYPING

SHORTHAND THEORY REVIEW

INTERNADIATE SHORTHAND DICTATION

ADVANCED SHORTERND DICTATION

ENGLISH USAGE

For those who type less than MC net words a minute. One hour a day

For those who type 40 net word: a minute or faster. One hour a day.

Concentrated review of the principles of Gregg shorthand with distation of practiced material. Minety minutes a day.

Distation class for the development of shorthand speed to 80 words a minute. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

Dictation class for the development of shorthand speed to 100 words a minute and faster. Include: A ency vocabulary drills and Agency type dictation material. Theory reviews transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

A correlation of the fundamental and practical rules of punctuation and sapitalization; basic grammar principles which constitute parts of speech, their effective use in sentences, and sentence structure; systematic study of cord usage with emphasis on confusing words; and the study of the correct use of the dictionary. One and a quarter sours a day.

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT:

Revision of Clerical Refresher Schedule

l. This memorandum precedes the regular Clerical Refresher Training announcement because of changes taking place in the Clerical Refresher Training schedule.

- 2. A new Catalog of Courses (TR CC 101-1), dated kovember 1955 has just been circulated. In this catalog the Refresher Training program is described on pages B-12 through B-19. Circumstances within Clerical Training have necessitated extending the usual interim week to a period of two weeks at the conclusion of the present program on 3 February 1956.
 - 3. The revised schedule of courses for the first helf of 1956 is:

No. 57 - 20 Feb through 16 March

58 - 26 March through 20 April -

59 - 30 April through 25 May

60 - 4 June through 29 June

4. It is requested that special effort be made to inform the prospective students being tested that they be present for the pretests conducted the Thursday before the beginning of each training period because of the importance of testing prior to planning the class schedule.

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MATTMEW BAIRD Director of Training

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31 Jamary 1956

MEMORA DUM FOR: Training Realson Officers (for distribution)

STRUBOT:

Clerical Refresher Training, 20 February = 16 March

l. The Clerical Refresher courses will be held in Wing C, Second Floor, Alcott Hell, from 20 February through 16 March.

- 2. You are reminded that training requests for all students desiring to be enrolled in the courses wast be forwarded through channels so that
 they reach the Registrar, from 17. In no later than Monday, 13 February.
 Failure to register before this date will automatically preclude a student
 - 3. Please note that precesting for the 20 February 16 March courses is scheduled for 16 February. Because of the importance of testing prior to danning the class schedule, it is requested that special effort be made to inform the prospective students being tested that they be present for these tests. These who plan to attend the Clerical Refresher courses must report to Wing C. Second Floor, Alcote Hall, on 15 February for pretesting at the following hours:

9:00 = 10:00 Prefesting for typing 10:00 = 11:00 Prefesting for shorthand 11:00 = 12:00 Prefesting for English Usage

4. The attached schedule of classes indicates the nature of instruction and the time elletted for each class. The exact time of the classes will be announced the day following pretesting.

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Acting Director of Training

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CLERICAL REFRESHER CLASSES

TYPING TECHNIQUES
REVIEW

ALVANCED TYPING

INTROLUCIONY SHORTHAND LICTATION

INTEFMELIATE SHORTHAND LICTATION

AWANCED SHOUTHAND DEGTATION

MIGLISH USACE

For those who type less than 40 net words a minute. One hour a day.

For those who type 40 net words a minute or faster. One hour a day,

Dictation class for the development of shorthand speed to 60 words a minute. Review and transcription. One hour a day.

Dictation class for the development of shorthand speed to 80 words a minute. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

Dictation class for the development of shorthand speed to 100 words a minute and faster. Includes Agency vocabulary drills and Agency-type dictation material. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

A correlation of the fundamental and practical rules of punctuation and capitalization; basic grammar principles which constitute parts of speech, their effective use in sentences, and sentence structure; systematic study of word usage with emphasis on confusing words; and the study of the correct use of the dictionary. One and a quarter hours a day.

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2 Harch 1956

MEMORA DUN FOR: Training Lisison Officers (for distribution)

SUBJECT:

Clerical Refresher Training, 26 March - 20 April

l. The Clerical Refresher courses will be held in Ming C. Second Floor, Alcott Mall. from 26 March through 20 April.

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- 2. You are reminded that training requests for all students desiring to be enrolled in the courses must be forwarded through channels so that they reach the Registrar, Room 17. In no later than Honday, 19 March. Failure to register before this date will automatically enclude a student from entering the course.
- 3. Please note that pretesting for the 26 March 20 April courses is scheduled for 20 March. Because of the importance of testing prior to the planning of the class schedule, it is requested that special effort be made to inform the prospective students being tested that they be present for these tests. Those who plan to attend the Cherical Refresher courses must report to Ulag C. Second Floor, Alcott Wall, on 22 Warch for protesting at the following hours:

9:00 - 10:00 Protesting for typing 10:00 - 11:00 Protesting for shorthand 11:00 - 12:00 Protesting for English Upage

4. The attached schedule of classes indicates the nature of instruction and the time allotted for each class. The exact time of the classes will be announced the day following pretecting.

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Acting Director of Training.

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CLERICAL REFRESHER CLASSES

TYPING TECHLIJUES REVIEW

ADVALCED TYPING

SHORTHAND THEORY REVIEW

INTERNEDIATE SHORTHAND DICTATION

ADVANCED SHORTHALD DICTATION.

E.GLISH USAGE

For those who type less than 40 net words a minute. One hour a day.

For those who type 40 net words a minute or faster. One hour a day.

Concentrated review of the principles of Gregg shorthand with dictation of practiced material. Linety minutes a day.

Dictation class for the development of shorthand speed to 30 words a minute and faster. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

Dictation class for the development of shorthand speed to 100 words a minute and faster. Includes Agency vocabulary drills and Agency-type dictation material. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

A correlation of the basic grammar principles which constitute parts of speech, their effective use in sentences, and sentence structure; fundamental and practical rules of punctuation and capitalization; systematic study of word usage with emphasis on confusing words; and the study of the correct use of the dictionary. One and a quarter hours a day.

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10 April 1956

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT:

Clerical Refresher Training, 30 April - 25 May 1956

- 1. The Clerical Refresher courses will be held in Wing C, Second Ficer, Alcott Hall, from 30 April through 25 May.
- 2. You are reminded that training requests for all students desirating to be enrolled in the courses must be forwarded through channels so that they reach the Registrar, Room 17, and no later than Monday, 23 April. Failure to register before this date will automatically exclude a student from entering the course.
 - 3. Please note that pretesting for the 30 April 25 Mey courses is scheduled for 26 April. Pecause of the importance of testing prior to the planning of the class schedule, it is requested that special effort be made to inform the prospective students being tested that they be present for these tests. Those who plan to attend the Clerical Refresher courses must report to Wing C_E Second Floor, Alcott Hall, on 26 April for pretesting at the following hours:

9:00 = 10:00 Pretesting for typing 10:00 = 11:00 Pretesting for shorthand 11:00 = 12:00 Pretesting for English Usage

4. The attached schedule of classes indicates the nature of instruction and the time allotted for each class. The exact time of the classes will be amounced the day following pretesting.

acting Director of Training

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CLERICAL REFRESHER CLASSES

TYPING TECHNIQUES REVIEW

For those who type less than 1,0 net words a minute. One hour a day.

ADVANCED TYPING

For those who type 40 net words a minute or faster. One hour a day.

INTRODUCTORY SHORTHAND DICTATION

Dictation class for the development of shorthand speed to 60 words a minute. Review and transcription. One hour a day.

INTERMEDIATE SHORTHAND DICTATION

Dictation class for the development of shorthand speed to 80 words a minute. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

ADVANCED SHORTHAND DICTATION

Dictation class for the development of shorthand speed to 100 words a minute and faster. Includes Agency vocabulary drills and Agency-type dictation material. Theory review, transcription, and review of style and procedures of Agency correspondence. One and a quarter hours a day.

ENGLISH USAGE

A correlation of the fundamental and practical rules of punctuation and capitalization; basic grammar principles which constitute parts of speech, their effective use in sentences, and sentence structure; systematic study of word usage with emphasis on confusing words; and the study of the correct use of the dictionary. One and a quarter hours a day.